



Employee Appraisal System (EASy) Completing a Growth Plan Quick Reference Guide

*If teachers are in need of assistance and require an SAISD Growth Plan, principals can assign the document for teachers to view and electronically sign:

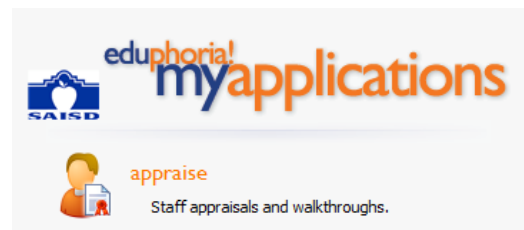
Step 1:

Login at <http://eduweb.saisd.net> using your District username and password (ex. If your District email is scorrea2@saisd.net, you will login using scorrea2)

The image shows the "SchoolObjects" login screen. It features the "eduphoria! SchoolObjects:" logo at the top. Below the logo, it says "Enter your username and password to begin." There are two input fields: "Username:" and "Password:". At the bottom, there is a green "Login" button with a right-pointing arrow.

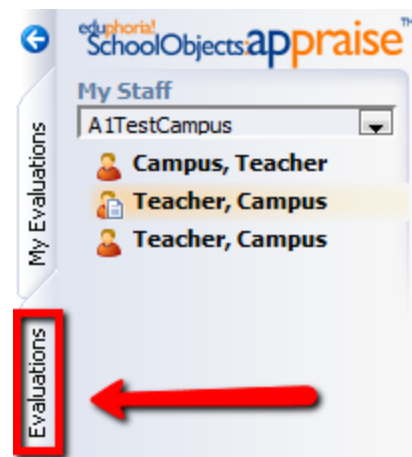
Step 2:

Once logged in, click Appraise



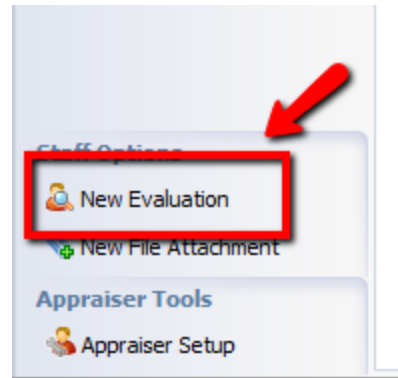
Step 3:

Click on the Evaluations Tab and click on the teacher



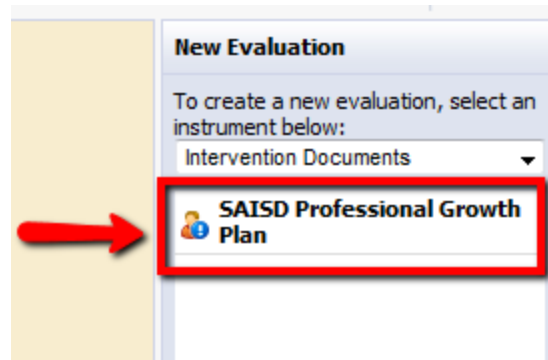
Step 4:

Click New Evaluation



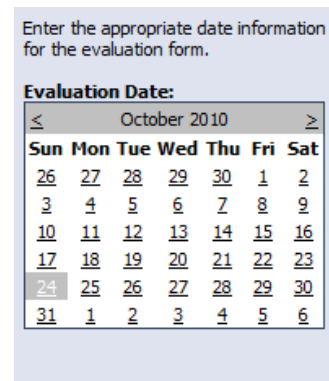
Step 5:

Click the drop down menu and select Intervention Documents then click *SAISD Professional Growth Plan*



Step 6:

Click Next and select the Date for the Initial Meeting, click Next and Finish



Step 7:

Begin completing the document with the teacher

A screenshot of the evaluation form. The form has a header with 'Staff: Campus Teacher' and 'Appraiser: Stephanie Correa'. Below the header is a section titled 'Growth/Development Plan Details'. This section contains several fields: 'School Year', 'Professional's Assignment', and 'Appraiser Assignment'. Below these fields is a red box with the text 'Fill in together with the teacher'. Below the red box is a section titled '1. Targeted Area' with a text area. Below this is a section titled 'Strategies' with a text area.